

**ADMINISTRATIVE - INTERNAL USE ONLY**

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Director, Office of Security

7 August 1964

CIA Records Administration Officer

Storage of CIA Records in the Federal Records Center,  
Suitland, Maryland

1. The Records Officers of DIA, NSA, State and CIA have informally agreed that a central records facility for the Intelligence Community should be established in the Federal Records Center to be built at Suitland, Maryland. A significant number of CIA officials have also informally approved this proposal.
2. It is our plan to request allocation of 60,000 cubic feet of storage space for use by CIA. The records to be stored there would consist of finished intelligence products and related documents commonly used by the Community. The classification of these records would not exceed "Secret".
3. It is requested that you concur in this action in respect to the physical security of the proposed storage area.

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CONCUR:

Director, Office of Security

Date

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DDS/RAS/RD/

(7 Aug '64)

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